




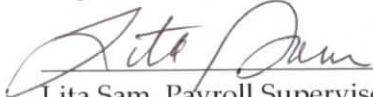
THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

MEMORANDUM

TO : ALL PROGRAMS, DEPARTMENTS, DIVISION AND EXECUTIVE OFFICE
DIRECTORS

FROM : 
Valentina U. Sallis, HRIS Supervisor
Department of Personnel Management


Lita Sam, Payroll Supervisor
Office of the Controller

DATE : September 4, 2015


SUBJECT: **PAF Submission Schedule**

Attached is the PAF Submission Schedule to be utilized for the submission and processing of Personnel Action Forms (PAF) for fiscal year 2016. Adherence to the deadlines is necessary to allow Personnel and Payroll sufficient time to review and process the PAFs in accordance with the established deadlines.

Programs are reminded to ensure all PAFs are complete and submitted with appropriate supporting documents for each personnel action form. PAFs that are incomplete, lack supporting documents or require correction will be returned to the program. Also, notice was provided to ALL programs that PAFs involving a change in pay rate and business unit number such as transfer, promotion, demotion, a change in employment status from temporary to introductory and acting status assignments must begin at the beginning of a pay period. Supervisors are responsible for ensuring that established personnel policies and procedures are followed before signing the PAFs.

Your cooperation and adherence to these deadlines is expected. If you need assistance or have any questions regarding personnel or payroll issues, please do not hesitate to call us.

CONCURRENCE:


Keycita Toddy, Delegated HR Director
Department of Personnel Management

Attachment
DISTRIBUTION

**PERSONNEL ACTION FORM (PAF) SUBMISSION
SCHEDULE
FISCAL YEAR 2016**

PAY CYCLE	BEGIN DATE	END DATE	CHECK DATE	DATE DUE TO DPM	SCHEDULED PAYROLL RUN
1	09/19/2015	10/02/2015	10/14/2015	09/18/2015	10/07/2015
2	10/03/2015	10/16/2015	10/28/2015	10/02/2015	10/21/2015
3	10/17/2015	10/30/2014	11/11/2015	10/16/2015	11/04/2015
4	10/31/2015	11/13/2015	11/25/2015	10/30/2015	11/18/2015
5	11/14/2015	11/27/2015	12/09/2015	11/13/2015	12/02/2015
6	11/28/2015	12/11/2015	12/23/2015	11/27/2015	12/16/2015
7	12/12/2015	12/25/2015	01/06/2016	12/11/2015	12/30/2015
8	12/26/2015	01/08/2016	01/20/2016	12/25/2015	01/13/2016
9	01/09/2016	01/22/2016	02/03/2016	01/08/2016	01/27/2016
10	01/23/2016	02/05/2016	02/17/2015	01/22/2016	02/10/2016
11	02/06/2016	02/19/2016	03/02/2016	02/05/2016	02/24/2016
12	02/20/2016	03/04/2016	03/16/2016	02/19/2016	03/09/2016
13	03/05/2016	03/18/2016	03/30/2016	03/04/2016	03/23/2016
14	03/19/2016	04/01/2016	04/13/2016	03/18/2016	04/06/2016
15	04/02/2016	04/15/2016	04/27/2016	04/01/2016	04/20/2016
16	04/16/2016	04/29/2016	05/11/2016	04/15/2016	05/04/2016
17	04/30/2016	05/13/2016	05/25/2016	04/29/2016	05/18/2016
18	05/14/2016	05/27/2016	06/08/2016	05/13/2016	06/01/2016
19	05/28/2016	06/10/2016	06/22/2016	05/27/2016	06/15/2016
20	06/04/2016	06/24/2016	07/06/2016	06/10/2016	06/29/2016
21	06/18/2016	07/08/2016	07/20/2016	06/24/2016	07/13/2016
22	07/02/2016	07/22/2016	08/03/2016	07/08/2016	07/27/2016
23	07/23/2016	08/05/2016	08/17/2016	07/22/2016	08/10/2016
24	08/06/2016	08/19/2016	08/31/2016	08/05/2016	08/24/2016
25	08/20/2016	09/02/2016	09/14/2016	08/19/2016	09/07/2016
26	09/03/2016	09/16/2016	09/28/2016	09/02/2016	09/21/2016